

Installation Instructions for Modular Carpet Tile

**INSPECT CARPET TILES FOR CORRECT COLOR, PATTERN AND VISIBLE DEFECTS.
CONFIRM INSTALLATION METHOD. MONOLITHIC, QUARTER-TURNED, ETC....**

- 1. Proper Site Conditions** – The building must be enclosed. The HVAC must be operational and activated. Carpet tiles should be stored between 65°F and 85°F for at least 48 hours in order to acclimate. Relative Humidity must be 12% - 65% (maximum) for 24 hours prior, during and after the installation.
- 2. Subfloor** – Must be structurally sound, free of dirt, dust and debris. Concrete curing agents, sealers, or existing adhesives that could adversely affect a proper bond must be removed. This will require bead (shot) blasting in order to obtain a suitable bonding surface.
- 3. Moisture Testing** – All subfloor surfaces must be tested for moisture. It is not Totally Enterprises, LLC's responsibility to perform moisture tests. It is the responsibility of the General Contractor or owner's Representative to perform these tests. Totally Enterprises, LLC recommends the following Moisture Tests and Readings:
 - Calcium Chloride Test – Must not exceed 8lbs. per 1,000 sq.ft. per 24 hours.
 - Relative Humidity ASTM F 2170 – Must not exceed 85% Relative Humidity.
 - Alkalinity Readings – must not exceed pH level of 9 or below 5.

Moisture readings in excess of those recommended above can cause adhesive to break-down and fail. This can cause tiles to shift, re-align, buckle or edge curl. If Moisture Readings are excessive, advise the General Contractor of Remedial Recommendations.

- 4. Recommended Substrates** – Concrete (on, above or below grade), cement terrazzo, patching compounds, self leveling compounds, light weight concrete and gypcrete. Light weight concrete and gypcrete must be sealed with primer/sealer before installation, regardless of MVE rates.

All slabs on or below grade must have a functioning vapor barrier directly beneath the concrete slab. The vapor barrier must always be on top of the capillary break.

- 5. Adhesive, Trowel Size, Rollers and Spread Rates:**

Totally Enterprises, LLC recommends Totally Pressure Sensitive Tile Adhesive #2230 for its modular tile installations.

Recommended Trowel size : 1/16" x 1/32" x 1/32" U notched. Estimated spread rate: 24 – 29 yds per gallon.

Note: Worn down or flat trowels will increase spread rate, but will NOT provide adequate adhesion, especially on porous substrates.

3/8" Nap Paint Rollers – Are acceptable forms of full spread adhesive application For NON POROUS floors Only! Spread rate is 39-44 yards per gallon. Paint rollers must remain fully saturated with adhesive throughout the installation. DO NOT SKIMP.

- 6. Floor Prep Directions** – Floor must be clean, sound, dry and free of foreign matter that would interfere with a solid bond. Level all high spots, fill cracks, holes and minor depressions with a suitable floor patch. Subfloor irregularities will "telescope" through the newly installed tile. Tile installation will be no better than the subfloor it's installed upon.

"Do Not" sand, scrape, chip, pulverize or demolish existing resilient tile, sheet flooring, backing, lining felt, or adhesive residue. These products may contain asbestos or asbestos fibers. Inhalation of asbestos dust may cause asbestosis

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or other serious bodily harm. If asbestos is suspected, stop installation immediately and obtain assistance from a qualified Remediation Expert.

7. **Measurements** – To ensure a proper installation and square alignment of tiles to the room, measure room for best starting positions. Chalk two lines that intersect at perfect right angles. These positions will serve as starting points. Failure to follow this recommendation will result in a tile installation that runs uneven with the contours of the room.
8. **Spread Adhesive as Recommended** – See instructions on pail and Step #5.
9. **Installation Configurations** – Totally Enterprises, LLC allows for various forms of tile installation methods. Any form of tile configuration (Monolithic, Quarter-Turned, etc...) is acceptable as long as it meets End User's or Design Firm's approval. Tile installation methods have no bearing on performance or warranties.

For a visual expectation mock-up areas are always recommended to evaluate various forms of installation methods.

Owner's discretion rules ...except when Totally Enterprises, LLC recommends specific tile configurations only.

10. **Tile Placement** – Starting at the intersecting chalk lines (referenced in Step #7) install tiles in a pyramid or step fashion by butting together evenly. Do not compress tiles too tightly. This can cause tile edges to peak or lift. Be aware of printed Arrows on tile backing to ensure correct and consistent pile direction. Check proper spacing and alignment by measuring 8(eight) tiles. Every 8 (eight) tiles (24"x24") should measure 192 inches within ¼". Continue measurements throughout entire installation.
11. **Pallet & Tile Sequencing** – Tiles should be installed in the order they were manufactured. (See Pallet Numbers) Select and install pallets and/or tile boxes in sequential order. On occasion, shading or face fiber compression will require tile substitutions or tile relocations in order to Achieve a uniform appearance. Tiles will acclimate.
12. **Fitting & Cutting** – Carpet tiles require cutting around room perimeters, electrical outlets, door openings, transitions, etc...Whenever tiles are cut, adhesive must be used. In addition, cut tiles require trimming and clipping at newly cut edges. Small pieces of carpet tile require extra adhesive to help hold them in place.
13. **Flatwire** – Never apply adhesive over flatwire. Position flatwire in center of modular tile.
14. **Trench Headers** – Install tiles in a manner where Trench headers are centered beneath each tile. Fully adhere tile on each side of Trench header to hold in place.
15. **Raised Floor** – Raised Floor Panels are susceptible to flexing. Do Not match Raised Floor Panel Seams with tile seams. Failure to comply will cause irregular and poorly matched seams at tile joints. Center the raised floor seams under all tiles. They should never align.
16. **Floor Outlets** – Floor outlets are typically wired after tile installation is complete. To avoid unnecessary tile removals in order to access outlets, mark each outlet location with painter's tape.
17. **Roll Installation** – Totally Enterprises LLC recommends rolling entire installation with a 75 – 100 lb. roller after tile installation is complete. Proper adhesive transfer to the tile is required and necessary.
18. **Stairs** – Use a raised stair nosing and cut tiles to fit nosing step and riser. Full spread adhesive is required.
19. **Protection** – Protect carpet from ongoing Trade Traffic. DO NOT USE PLASTIC. Plastic will discolor and cause accelerated soiling when plastic is removed and sticky residue remains. Use cardboard, masonite or craft paper.